



**I-70 Silverthorne Interchange
Project Leadership Team
September 27, 2010
1-5 p.m.
Large Meeting Room
Silverthorne Town Hall**

Agenda

Meeting Purpose:

- Formalize project mission statement and goals
- Identify issues and critical success factors
- Clarify roles and responsibilities
- Develop operating and communications structure
- Identify stakeholders
- Review draft deliverables and establish next steps

Meeting Participants:

PLT Members:

Eric Holgerson, Dillon Public Works Director
Bill Linfield, Silverthorne Public Works Director
Peggy Long, Business Community
Scott McDaniel, CDOT Program Engineer
Thad Noll, Summit County Assistant County Manager
R.A. Plummer, AECOM Consultant Project Manager
Bill Scheuerman, CDOT Resident Engineer, Mountain Residency
Steve Swanson, Blue River Watershed
Melinda Urban, Federal Highway Administration Operations Engineer
Wendy Wallach, CDOT I-70 Environmental Lead
Tyler Weldon, CDOT Project Manager

Other Participants:

Bob Wilson, CDOT PR
Brian Kennedy, AECOM
Alan Eckman, AECOM
Tom Schilling, InterMountain Corporate Affairs
Megan Alderton, InterMountain Corporate Affairs

1. Introduction to the Meeting

- a. Welcome and opening remarks
- b. Agenda review, ground rules, and meeting objectives
- c. Overview of chartering process and concepts
- d. Icebreaker exercise

2. PLT Mission and Goals

- a. Develop draft mission statement with underlying goals (in small groups)
- b. Edit and finalize mission statement and underlying goals (in large group)

3. Critical Success Factors

- a. Develop list of critical success factors (in small groups)
- b. Edit and finalize list of critical success factors (in large group)

4. Identify Key Issues

- a. List key issues (in small groups)
- b. Edit and finalize list of key issues (in large group)

5. Project Structure

- a. Identify project stakeholders – Review and update stakeholder data base
- b. Identify project teams (e.g., Project Staff, Technical Team, Issue Task
 - Determine roles and responsibilities for each team

Break

6. Operating Guidelines

- a. Develop operating guidelines for the project
 - i. Decision making
 - ii. Conflict resolution
 - iii. Communication mechanisms
- b. Edit and finalize operating guidelines

7. Project Update

- a. Stakeholder Involvement Plan – Review and comment
- b. Status update
- c. Next steps

8. Conclusions, Final Remarks, and Next Steps

Next meetings:

**Thursday, October 21: 1:30-4 p.m., Silverthorne Town Hall, 601 Center Circle
Silverthorne**

**Thursday, November 10, 1:30-4 p.m., Blue River Room, North Branch Library, 651 Center
Circle, Silverthorne**